

11 December 1969

MEMORANDUM FOR: Director of Training

SUBJECT : Plan of Procedure for OTR Historian

To establish a general framework for my duties as OTR Historian, I propose a plan of procedure identifying the broad tasks to be completed and the estimated dates of completion. Should you approve the plan, I shall submit copies of this memorandum to the DDS Historical Board and the Agency Historical Staff.

Plan of Procedure

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1. Editing and revision of the History of the Office of Training, September 1949 - June 1951, a paper completed in final draft by [] submitted to the Agency Historical Staff, rejected as a paper to become a part of the official history of the Agency, returned to the DDS Historical Board and to the OTR Historian with guidelines for editing and revision. It is understood that when this paper is appropriately edited and revised it will be designated a "background study" to be retained by the Historical Staff as a research aid.

Estimated date of completion: 30 January 1970

2. Completion of the narrative history of the Office of Training for the period from June 1949 to January 1966.

Estimated date of completion: 24 April 1970

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3. Editing and revision of the draft of the History of the Office of Training from January 1966 to April 1969, a paper completed in draft by [] circulated for coordination among OTR School and Staff Chiefs, and deemed by consensus incomplete and unacceptable. Subsequently the Director of Training decided that the paper should be edited and revised before submittal to the DDS Historical Board and the Agency Historical Staff.

Estimated date of completion: 29 May 1970

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Estimated date of completion: 28 August 1970

5. Completion of a monograph covering the beginnings, expansion, scope of curricula, and accomplishments of the JOT/CT Program.

Estimated date of completion: 27 November 1970

6. Completion of a monograph on foreign language training and the development of the Agency's language capability from the early 1950's to the present. (This monograph can be developed concurrently with the monograph on the JOT/CT Program.)

Estimated date of completion: 27 November 1970

OTR Historian

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Approval:

Director of Training

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Distribution:

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1 - BBB
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